

## Safety Advisory Committee

January 6, 2012

1:30 – 3:30 PM

### Minutes

Committee Member	Representing	Present
Anderson, Erik	Materials Sciences Division	X
Bello, Madelyn	Human Resources Advisor	X
Blodgett, Paul M.	Environment, Health and Safety Division	
Cademartori, Helen	Information Technology Division	
Carithers, William	Physics Division	X
Christensen, John N.	Earth Sciences Division	X
Floyd, Jim	Safety Advisory Committee Chair	X
Franaszek, Stephen	Genomics Division	
Fujikawa, Brian	Nuclear Science Division	
Lidia, Steve	Accelerator & Fusion Research Division	X
Lukens Jr., Wayne W.	Chemical Sciences Division	X
Lunden, Melissa	Environmental Energy Technologies Division	
Martin, Michael C.	Advanced Light Source Division	X
More, Anil V.	Office of the CFO Advisor	
Taylor, Scott E.	Life Sciences Division	
Tucker, Eugene	Facilities Division	X
Thomas, Patricia M.	Safety Advisory Committee Secretary	X
Walter, Howard	Computing Sciences Directorate	X
Wong, Weyland	Engineering Division	X

**Others Present:** Kim Abbott, Michael Carr, Michelle Flynn, Jim Krupnick, Andrew Peterson, Scott Robinson, Mike Ruggieri, Andreas Schmid, Theresa Triplett, Bill Wells, Marty White

### Comments from the Chair – Jim Floyd

A lawsuit and criminal charges have been filed against UCLA as a result of the laboratory chemical fire fatality in 2008. This is a reminder to the Committee of the importance of our mission to promote laboratory safety.

### Accident/Incident Investigations

The Committee decided to focus on drafting a charter template for Paul Alivisatos to use in starting investigations. We also plan to review recent incident investigations about every 6 months. Jim Floyd will discuss SAC plans with people leading efforts to improve other aspects of investigations to ensure that there is no conflict or overlap. Jim Floyd will also discuss SAC plans with Paul Alivisatos to be sure we are going in the right direction. There is a subcommittee

working on a draft charter, which they hope to have ready for Committee discussion next month. Howard Hatayama is leading a group to discuss Human Performance Indicators (HPI). Some other Labs are further along in implementing HPI. Carlene Robers is involved in HPI efforts on the UC campus.

### **Division Priorities Discussion**

SAC Division Representatives defined their top priorities as risk management (compliance vs. safety), customer service, and communications.

Jim Floyd discussed risk management issues with Jack Salazar. There will be an Environment, Health, and Safety Division (EHS) offsite planning meeting soon, and risk management is one of the topics to be discussed.

Customer service improvement will link up with Joe Dionne's efforts at EHS, and will extend beyond EHS.

Communications is a challenge because of the many cultures at the Lab – academia, DOE, etc. Communication of new safety policies is a high priority. There was a “town hall” meeting about the Working Alone policy. Not very many people came. The changes in radiation signage was well communicated through several channels (gate signs, emails, Today at Berkeley Lab, etc.); however, some people still did not get the message until the new signs showed up in their work areas. Outreach has been ad hoc – there should be a structured communication system. A basic communications framework has been set up by EHS but it needs more detailed content. James Basore has been leading the effort at EHS. SAC and EHS should partner with Public Affairs (Jon Weiner). Management talking points need to be developed for certain news items to help Division Directors communicate with their people. Flow down through all the levels of management to workers doesn't always happen. Division Safety Coordinators know who will be affected by changes. Another important communications issue is new employee orientation. New people receive a lot of information when they first arrive and may not remember all of it. They should have a way to reference information they need later.

### **Work Planning and Control – Michelle Flynn**

Michelle Flynn is now in the Operations Directorate and has been appointed as the Program Manager for Work Planning and Control. This is her 20<sup>th</sup> year at LBNL and she has worked in a variety of roles, including EHS Waste Management and Radiation Protection, the Office of Contractor Assurance, and Facilities Small Projects and Space Planning. She is now working with Rebecca Rishell and Scott Taylor on the Work Planning and Control effort.

The Work Planning and Control project aims to make improvements in the Integrated Safety Management (ISM) core functions Define Scope of Work,

Analyze Hazards, and Develop/Implement Controls. A benchmarking study was conducted at 5 National Laboratories. An implementation plan has been developed.

The plan is to develop and implement a new software-driven system that will provide a single starting point and a path for work authorizations. It will be structured by activity. It will recognize and inform people about co-located hazards in the same room(s) as their activity. There will be greater emphasis on Division responsibility and control. The scope has been expanded to include biohazard and radiation work authorizations. The Facilities work release system proceeded first because it was urgent. The new Work Planning and Control system will not include Subcontractor Job Hazards Analyses or Division-specific processes.

The software system is being developed by SAI Global in collaboration with LBNL. The major data components have been defined. There is an integrated hazards analysis subsystem. It will include hazard inventories and a library of hazards categorized into 3 levels and the controls for each hazard. The controls are linked to PUB-3000. Division-specific controls can also be added. Hazards and controls for chemicals, gasses, and cryogenics were developed first. Divisions will determine the project and activity leaders. The activity leaders will determine the hazards and controls. Level 3 hazards will be directed to the EHS Subject Matter Expert for review.

The implementation plan is to start by conducting 3 pilot studies. There will be regular communications about the progress and status. There is a need to fully develop and define our processes. A business analyst is documenting our processes and requirements.

There are some policy issues remaining. The software will not cover the Facilities area work release system. There was a question about how the system will handle work with few hazards, such as office and theory work. There are some non-standard work categories that have hazards, such as business travel, transportation, and emergency evacuations. There are situations where people have complex lines of management (matrixed personnel, people with multiple work leads, multidivisional collaborations). Weyland Wong recommended including a step to get the people who will be doing the work involved earlier in defining the work hazards. The system can be edited based on feedback from workers. The system should become a tool that is in constant use. The vision is that every worker will have a home page of his/her authorized work activities and that each activity will no more than 1-3 pages, with links to other documents.

The meeting was adjourned at 2:30 PM  
Respectfully submitted, Patricia M. Thomas, SAC Secretary